Automated Systems

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Approach to Training

Embedding Graphics or Sound (wav) Files to ASAT's RTF Reports

by

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Procedure for Embedding Graphics

- After reports are generated in ASAT they can be sent via e-mail (depending on size) or placed on a CD/FTP site.

- However, if reports are generated with graphics, the following procedure must be used to ensure the graphics go with the document being shared. If not, your document will not display the graphics.

Procedure for Embedding Graphics
(continued)

The example below shows an "rtf" report generated out of ASAT when media is attached (linked).

Appendix D - Student Handouts

HANDOUTS FOR LESSON 1: 011-1723 version 2005

Enabling Learning Objective A

Learning Step 1

handout, The Army Song

Multi Media Attached! Click here and then press F9 to view.

Procedure for Embedding Graphics
(continued)

- **When a report is generated in ASAT, it is already in "rtf" format.**

- **If you are opening a document that was previously filed as a ".doc" file, you must reopen the document as an "rtf".**

- **Next, select the entire document by going to the File Menu Option, select "Edit\Select All".**

- **While the document is "selected", press the Control key, the Shift key, and the F9 key __simultaneously__.**

Procedure for Embedding Graphics
(continued)

- **Next, save the document by selecting the "File\Save as" feature <u>and</u> choosing the ".doc" file type option from the drop-down window, below the filename box.**

- **Your document will now be ready to send, via e-mail (depending on size) and/or placing it on a CD/FTP site.**

- **The recipient can now view the graphics that are associated with that document.**

Procedure for Embedding Sound Files

- **Sound files require additional steps to ensure that your attachments can be "heard" when the recipient opens the file.**

- **Follow the exact same procedures for embedding sound files, as noted on previous slides.**

- **When sending the "doc" file you must also send the "wav" file.**

Procedure for Embedding Sound Files
(continued)

- **Instruct your recipient to save the file and the "attachments" in the same directory.**

- **Recipient opens the document, containing the sound files, just as any other file.**

NOTE: **If the recipient does not have the "program" associated with the file being sent, it will not display/sound.**

Procedure for Embedding Sound Files
(continued)

The example below shows an RTF report showing the "icon" for a sound file attached.

Appendix D - Student Handouts

HANDOUTS FOR LESSON 1: 011-1723 version 2005

Enabling Learning Objective A

Learning Step 1

handout, The Army Song

Procedure for Embedding Sound Files (continued)

Appendix D - Student Handouts

HANDOUTS FOR LESSON 1: 011-1723 version 2005

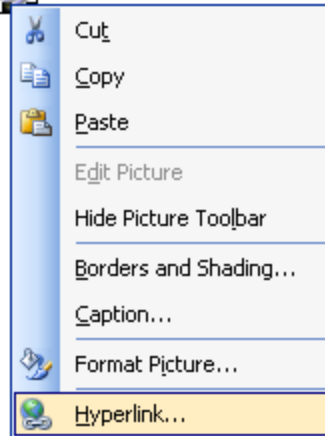Enabling Learning Objective A

    Learning Step 1

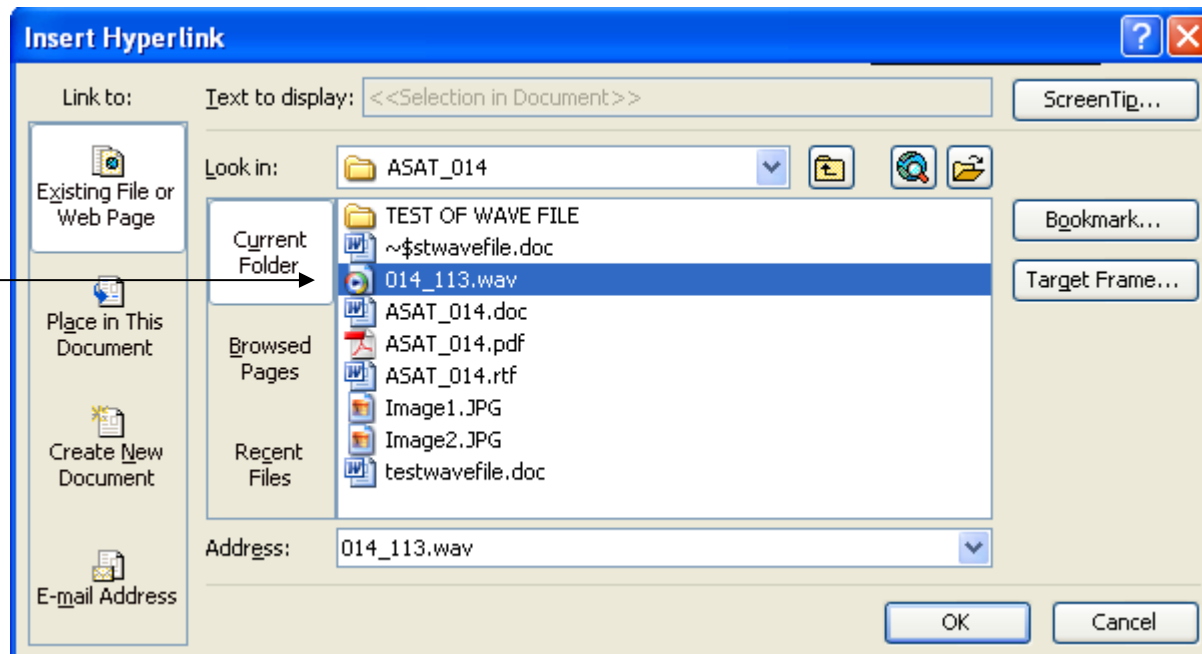   handout, The Army Song

SELECT THE ICON⟶

RIGHT CLICK ON THE ICON⟶

✂	Cut
🗐	Copy
📋	Paste
	Edit Picture
	Hide Picture Toolbar
	Borders and Shading…
	Caption…
🎨	Format Picture…
🌐	Hyperlink…

SELECT HYPERLINK⟶

Procedure for Embedding Sound Files
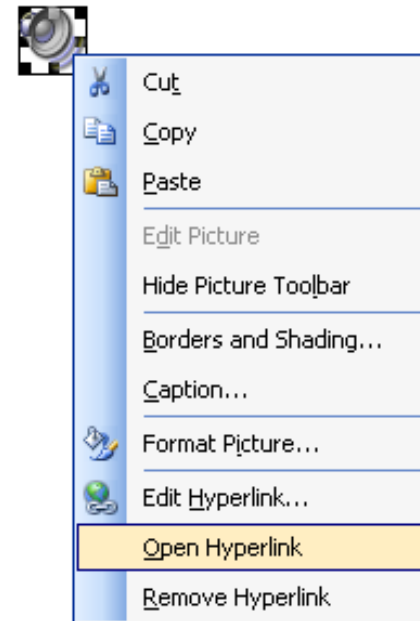## (continued)

Select the "wav" file - click OK

Procedure for Embedding Sound Files
(continued)

To listen to the sound file select one of the two methods below:

1) Control + Click to Follow the link to the Sound file.

2) Right Click

file:///G:\asat444_May05\ASAT_014\014_113.wav
CTRL + click to follow link

✂	Cut
📋	Copy
📋	Paste
	Edit Picture
	Hide Picture Toolbar
	Borders and Shading…
	Caption…
	Format Picture…
	Edit Hyperlink…
	Open Hyperlink
	Remove Hyperlink

COMMENTS ?
QUESTIONS?